



Plan Commission Minutes
January 3, 2022 at 7:00 p.m.
City Hall Council Chambers &
Virtual Online – WebEx Meeting

Commission Members Present: Christopherson, Granlund, Obaid, Seymour, Wolfgram, Helgeson, Brandvold, Gragert

Staff Members Present: Allen, Hufford, Ness

1. Call to Order – Chairperson Granlund called the Plan Commission meeting to order at 7:00 p.m.
2. Roll Call – Chairperson Granlund called the roll for the meeting. Commissioners Granlund, Seymour, Helgeson, and Christopherson were present in the Council Chambers. Commissioners Obaid, Wolfgram, and Brandvold were present virtually online. (Commissioner Gragert arrived at 7:30 p.m.)
3. Commissioner Helgeson moved to approve the December 6th minutes. Commissioner Seymour seconded and the motion carried.
4. Open public comment period for items that do not appear on this agenda noted as public hearings. None.
5. Condo Plat (P-14-21) – Graham Riverside Condominiums Inc
Mr. Allen presented a request to recommend approval of a condo plat addendum for Graham Riverside Condominiums Inc. located at 402 Graham Avenue. Real Land Surveying submitted an addendum requesting the condominium plat to be altered slightly to adjust the limited common elements and common elements for the condo building. This item will be reviewed by the City Council at the January 11th meeting.

Public discussion: None

Commissioner Seymour moved to recommend approval of the condo plat addendum. Commissioner Helgeson seconded and the motion carried.

6. Conditional Use Permit (CZ-2201) – Home Occupation
Mr. Allen presented a request for approval of a conditional use permit to allow for a home occupation for massage and yoga therapy located at 1316 White Pine Drive North. Robin Brauner, property owner, is requesting approval of a conditional use permit to allow for home occupation for a massage and yoga therapy located at 1316 White Pine Drive North. The home occupation is for the owner to operate a massage and yoga therapy at her home located on White Pine Drive North. The therapy would be within the home on a hydraulic massage table and yoga would be private class/lesson on a rare occasion. The floor area devoted to be used is approximately a 688 sq. ft. room. The hours as noted on the application would be Tuesday 9AM – 4:30PM, Wednesday 10AM – 4PM, Thursday 8:30AM – 4PM, Friday 11AM – 4PM and one Saturday per month 11AM – 4PM. The application notes that this is a self-employed occupation working with one client at a time. A similar application was approved at the applicant's previous home located at 2806 Eisenhower Street, which according to the City's code enforcement officer has not caused issues. The application notes approximately 3 to 5 clients a day with an average of up to 15 clients per week. The sessions are approximately 60 to 90 minutes per client. The existing single-family home does have enough room for parking in the driveway and/or on the street along White Pine Drive North. This is similar to other home occupation requests which have been approved by the Plan Commission. Mr. Allen reviewed home occupation requirements and state legislation for approval/denial of conditional use permits.

Commissioner Christopherson inquired if the public had access to the application. Mr. Allen explained it is included with the packet that is online for the meeting.

Commissioner Seymour commented that many of the emails from neighbors referenced a rezoning. Mr. Allen clarified it is not a rezoning and is a conditional use permit.

Commissioner Wolfgram commented to clarify evidence-based conditions asked if evidence-based includes qualitative evidence of neighbors input. Mr. Allen explained evidence-based as quantitative and referred to City list of expectations for home occupation approval.

Robin Brauner, applicant, explained her qualifications as a massage therapist and previous home occupation permit for 13 years at a previous Eau Claire address.

Commissioner Seymour asked if the applicant is open to a "probationary period". Ms. Brauner said she would be.

Public discussion:

Pam Rhodes, 1418 White Pine Dr North, commented on notification distance. Did not receive letter until 12/22 and concerned process is through holiday period. Bringing a business into the neighborhood doesn't sit well with many in the neighborhood and feels a person should get exemption before they buy a property, versus after.

John Reagan, 3811 White Pine Dr, all the neighbors he knows are not in favor. He discussed the neighborhood is not a thoroughfare and increased traffic is not desired. He raised concerns about children in the neighborhood playing in the street. He asked for commission to consider strongly the neighbors do not want a business in their neighborhood.

Cindy Walker, 1110 E Fillmore Ave, previous neighbor of Ms. Brauner and noticed no major disruptions with home business. She does not think there was more traffic than typical in a neighborhood.

Ms. Brauner addressed public discussion comments and that previous owners ran a construction business out of the home. Their previous home was next to a school and there were no concerns with traffic. She explained it is a home, the house will not be used as a business only.

Carmen Iannarelli, 3540 Halsey St, client of the applicant, spoke to applicant's professionalism.

Jeff McLain, 4223 Cottonwood Dr, is several city blocks from permit address and stated it impacts him. He stated he doesn't think this is comparable to previous address as current location has only two access points and previous address had multiple entrance points. He commented that he was not able to view the details of the request prior to meeting.

Commissioner Seymour moved to approve the conditional use permit as presented. Commissioner Helgeson seconded.

Commissioner Helgeson commented that the applicant would generate about the same traffic as one more household. Commissioner Christopherson commented that she doesn't think a probationary period is needed and believes the information presented indicates the business will benefit the neighborhood.

The motion carried.

7. Conditional Use Permit (CZ-2202) – Corporate Hangar

Mr. Allen presented a request for approval on a proposed conditional use permit to allow for an additional corporate hangar located at 3800 Starr Avenue at the Chippewa Valley Regional Airport within the groundwater protection overlay district.

Everyday Surveying & Engineering, on behalf of the owner, is proposing a corporate hangar located at 3800 Starr Avenue at the Chippewa Valley Regional Airport (CVRA) and this conditional use permit is to allow CVRA to expand its facilities with the construction of this hangar within the groundwater protection overlay district. The related site plan application (file SP-2137) is under concurrent consideration. The Groundwater Protection Overlay District was approved by Council in 2016, and it states that “motor vehicular services” require a conditional use permit under 14.10.090 B.3. While the applicant notes the primary purpose for the proposed hangar is the storage of aircraft, it “may also be used for aircraft maintenance,” and therefore qualifies as motor vehicular services. In addition, 14.10.100 notes that existing facilities which may cause or threaten to cause environmental pollution may not expand, replace, or rebuild any use, activity or structure listed as a conditional use unless a conditional use permit is granted. The addition of the hangar structure at the existing facility (the airport) that houses above-ground storage tanks, fuel trucks, and the like further applies the conditional use permit requirement to the proposed project. Furthermore, the applicant notes that a variance petition is in process requesting a revision to the state plan review for the hangar fire suppression system’s required use of per- and polyfluoroalkyl substances (PFAS). The variance requests to use the upcoming edition of National Fire Protection Association (NFPA) standard 409 which removes the need for a foam-based fire suppression system if certain hazardous operations are not conducted in the hangar. The applicant has submitted the plan set for the hangar with a narrative explaining the proposed project (separately considered under file SP-2137), as well as the materials expected under 14.10.100 above: storm water management plan; spill prevention control and countermeasures plan (SPCC); geotechnical report; and storm water pollution prevention plan (SWPPP).

Commissioner Christopherson asked if agreement is needed in regards to fire suppression. Mr. Allen explained it is typically an administrative task, but the commission has authority to place conditions of approval.

Dan Knowlton, Everyday Surveying & Engineering, explained they created a larger pond and addressed exterior site related issues.

Tom Twohig, River Valley Architects, explained plans were submitted as required. Water, fire suppression, and foam system are required. They applied for variance to eliminate the foam system and it has been sent to City for review/approval. After City review, application will be sent to the state. The hangar’s primary use is for storage.

Charity Zich, Chippewa Valley Airport Executive Director, noted the missing spill kit action items have been addressed. They are asking to follow the next edition (2022) of the NFPA which would not require foam system.

Commissioner Christopherson asked if regular inspections are completed to make sure kits are where required. Previous plan did not require spill kits. Current system includes locked system and they are refilled after use and at inspection.

Public discussion: none

Commissioner Helgeson moved to approve the conditional use permit. Commissioner Seymour seconded.

Commissioner Christopherson noted that members of the public concerned with water quality can access information online or discuss with staff.

The motion carried.

8. Site Plan (SP-2137) – Corporate Hangar

Mr. Allen presented a request for site plan approval for a corporate hangar located at 3800 Starr Avenue at the Chippewa Valley Regional Airport. Everyday Surveying & Engineering, on behalf of the owner, is proposing a site plan approval for a corporate hangar located at 3800 Starr Avenue at the Chippewa Valley Regional Airport. The property is zoned P-Public. The site plan shows an approximately 25,801 square foot corporate hangar building with the proposed height of approximately 34 feet. The new hangar is located south of the existing two hangars on the northeast side of the main driveway into the Airport next to the existing stormwater pond. The parking lot shows a reconfiguration with a total of 25 stalls with the removal of the existing 12 stalls. The architecture plan shows the proposed building and the floor plan. This proposed hangar is similar in size. The site plan shows a relocated fence to enclose the runway access. The floor plan shows the hangar with restrooms and storage for the plane and parts. Typically, street trees would be required but upon inspection of the site, the main driveway has numerous existing trees. In addition, where the new hangar is located, currently no existing trees will be lost with the project. The hangar will have wall pack lighting and should be in compliance with city codes. A sign permit is required for all proposed signs, and to be reviewed by staff.

Commissioner Gragert asked about sidewalk connections to the street. Mr. Allen deferred to applicant/airport to discuss if a public walkway is appropriate for site.

Interim City Engineer Leah Ness commented on sidewalk connections and that overall sidewalk connectivity might be addressed in the overall airport plan versus a site plan for a specific hangar. Also, there are security concerns to restrict access to general public within areas of the airport.

Commissioner Gragert asked about a master plan in process and if a sidewalk connection could be integrated. Ms. Ness noted the possibility to discuss with the engineer.

Charity Zich, Chippewa Valley Airport Executive Director, responded that a sidewalk connection is something that can be reviewed in their master plan update which should begin in the next year and can be reviewed for the entire campus. In this plan it would not connect to the rest of the facility. This site is not for use by the general public and would not directly benefit with a sidewalk.

Dan Knowlton, Everyday Surveying & Engineering, noted there is not a slope issue but concerns of where the sidewalk would lead for the plan in question.

Commissioner Seymour moved to approve with staff recommendations. Commissioner Christopherson seconded.

Commissioner Gragert commented that a master plan could address sidewalks and how his personal use has shown a need for multi-modal access.
The motion carried.

9. Preliminary Plat (P-1-22) – Cliff Properties West

Billie Hufford presented a consideration of a preliminary plat for a 16-lot subdivision located on the west side of Talmadge Road, south of Trilogy Road in the Town of Washington. Real Land Surveying, on behalf of the property owner Cliff Family Trust, is requesting approval of a preliminary plat for a 16-lot subdivision known as Cliff Properties West located on the west side of Talmadge Road, south of Trilogy Road in the Town of Washington. The preliminary plat includes 16 single-family lots with one outlot for stormwater. This property is located within the extraterritorial jurisdiction (ETJ) in the Town of Washington, which the City reviews subdividing of land within the three-mile radius outside of the city limits. The proposed subdivision is consistent with the Comprehensive Plan and with the agreement with the Town of Washington. This proposed subdivision is outside of the sewer service area for the City. All the proposed lots are one acre or more in size, which is consistent with the surrounding lots. A final plat is required to be reviewed at a later date.

Commissioner Helgeson moved to approve the preliminary plat with staff recommendations. Commissioner Seymour seconded and the motion carried.

10. Certified Survey Map (CSM-1-22) – 2-lot CSM

Ms. Hufford presented a request to approve a certified survey map (CSM) for a 2-lot subdivision in the Town of Seymour located at 5565 North Shore Drive. American Land Surveying, on behalf of the owner(s) are requesting to approve a CSM for a two-lot subdivision in the Town of Seymour located at 5565 North Shore Drive. The intergovernmental agreement with the Town of Seymour states that land divisions within the Urban Sewer Service Area (SSA) for residential purposes shall be permitted at a density standard of one commercial lot per five acres. The purpose for this development standard is to preserve larger developable tracts of land for more urban development since the SSA is anticipated to eventually be annexed to the City of Eau Claire, with City utilities and services. Exceptions to this standard for infill lots, such as the property in question, may be considered based on the criteria included in the packet.

Eric Knauf, American Land Surveying, was present for questions. No questions from commissioners. Mr. Knauf provided some history of the parcel. The proposal is to maintain the property within the family and an additional home will be built on the second lot. Eau Claire County reviewed for any conflicts with traffic, with a driveway easement created in agreement with clients for shared access.

Commissioner Seymour moved to approve the certified survey map. Commissioner Gragert seconded and the motion carried.

11. Discussion item – CTH T Corridor Mapping Update

Ms. Ness updated the Commission with alternatives along the CTH T corridor. Four alternatives were presented to the public in September. The City website provides information from each meeting and the final alternatives. The group met in December and selected alternative 1. The next step will include the City of Eau Claire and Chippewa County presenting to their respective boards and working with a consultant to process the official map.

Commissioner Christopherson asked for a broad description and how citizens are involved with impacts to their property. Ms. Ness explained how property owners will be contacted and involved.

Commissioner Gragert asked if some specifics in the next stage can be shared, specifically the trail on the eastern side and how pedestrians will interact. Ms. Ness explained the details would not be provided at this point and design will come at a later point. Right-of-way would be reserved for a trail. Crossings would be included at main intersections with the final design.

12. Discussion Item – Plan Commission 2022 Work Program

Mr. Allen presented the Plan Commission draft 2022 Work Program. He reviewed accomplishments of 2021 and discussed 2021 items that will move forward in 2022 and new items added for 2022. Public review of the Comprehensive Plan 5-year review is in progress.

Commissioner Christopherson asked about preferred method for feedback for the general public. For the Comprehensive Plan review, Mr. Allen explained that plans are in progress to have an open house to allow people to review, but it may be an online format due to Covid restrictions.

Commissioner Christopherson asked about Strong Towns webinars to be added to Commissioner training.

13. Future Agenda Items and Announcements

Mr. Allen noted the next meeting is canceled because it falls on Martin Luther King Jr. Day and the next Plan Commission meeting is on January 31st.

14. The meeting adjourned at 9:35 p.m.



Zina Obaid, Secretary